

**Gloucester Lyceum and Sawyer Free Library  
Capital Building Committee  
Wednesday May 29, 2019 8:30am-9:30am  
Location Byers/Davison Room, Sawyer free Library  
2 Dale Avenue, Gloucester, MA 01930**

**Attendance:** Fran Aliberte, Anne-Marie Anderson, Christine Armstrong, Joe Grella, Paul McGeary (via Skype), Simon Paddock (Chair), Joan Pohas, Joe Taormina, and Library Director Deborah Kelsey

**Not Present:** Fred Cowan and Neil Glickstein

1. Approve minutes from Fundraising Meetings: February 14, 2019, February 27, 2019 and April 4, 2019
  - a. April 4 minutes: Fran moved to approve the minutes as presented and Joan seconded. Joe G abstained and the minutes were approved.
  - b. February 27 minutes: Fran moved to approve the minutes as presented. The motion was seconded. Joe G abstained and the minutes were approved.
  - c. February 14 minutes: Fran moved to approve the minutes as presented. The motion was seconded. Joe G abstained and the minutes were approved.
2. Committee Business:
  - a. Fran moved to allow Paul to participate via Skype and the motion was seconded. Simon called a voice roll call to approve the motion. All voted in favor.
  - b. Fran moved to invite Joe Taormina to join the Committee and the motion was seconded. Simon called a voice roll call and the motion was approved unanimously.
3. Rename combined Fundraising & Building Committee.
  - a. After a brainstorming discussion Joan moved to adopt the name Capital Project Committee for the combined committees; the motion was seconded. The name was approved via voice roll call.
4. Discuss and approve creation of a web link for project.
  - a. Paul moved to have the building project presentation added to the SFL website.
  - b. Discussion: The group discussed adding a pre-amble or explanation that the plans are conceptual, of financial specifics, etc.
    - i. Simon moved to post the presentation, as is, on the website with a one-page summary. The motion was seconded and approved via voice roll call.
  - c. How to edit: Simon moved to ask the Corporate Communications Committee (CCC) to edit the presentation for publication. Fran seconded. Joe G agreed to prepare the financials. The motion was approved via voice roll call.
5. Discuss next steps for submitting application for 501(c) (3) for the Foundation

- a. Anne-Marie drafted bios for the proposed Board members. The draft will be ready to send to attorney Meredith Fine by the end of the week.
6. Discuss next steps for Feasibility Study
  - a. Library Strategies has received a copy of Matt Oudens presentation. Simon and Paul have scheduled a conference call with Stu Wilson and Peter Pierson of Library Strategies to discuss specifics of what visuals are needed from Oudens Ello Architecture for the Feasibility Study.
7. Review plans for House Conversations:
  - a. The first meeting is scheduled for the end of June at the Aliberte's home.
  - b. Simon will ask Library Strategies if they would like to attend the House Conversations via video conferencing in order to answer and ask questions.
8. Items not reasonably anticipated by the chair 48 hours in advance of the meeting. The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.
  - a. The group scheduled meetings for the summer months.
    - i. Wednesday, July 24<sup>th</sup>
    - ii. Wednesday, August 28<sup>th</sup>
9. Next meeting: Wednesday, June 26, 2019 at 8:30am
10. 9:20 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Fran moved to allow Paul to participate via Skype and the motion was seconded. Simon called a voice roll call to approve the motion. All voted in favor.

Fran moved to invite Joe Taormina to join the Committee and the motion was seconded. Simon called a voice roll call and the motion was approved unanimously.

After a brainstorming discussion Joan moved to adopt the name Capital Project Committee for the combined committees; the motion was seconded. The name was approved via voice roll call

Simon moved to post the presentation, as is, on the website with a one-page summary. The motion was seconded, and approved via voice roll call.

Simon moved to ask the Corporate Communications Committee (CCC) to edit the building presentation for publication on the website. Fran seconded. The motion was approved via voice roll call.

**Actions Summary**

Joe G agreed to prepare the financial section of the building presentation for publication on the website.

Anne-Marie will have the draft of the Foundation Board bios ready to send to attorney Meredith Fine by the end of the week.

Simon will ask Library Strategies if they would like to attend the House Conversations via video conferencing in order to answer/ask questions.